

FEDERAL EMERGENCY MANAGEMENT AGENCY
COURSE MANAGER-COURSE EVALUATION

See Reverse side for
Paperwork Burden
Disclosure Notice

O.M.B. No. 3067-0236
Expires July 31, 1995

COURSE TITLE		COURSE CODE G _____
CITY	STATE	BEGINNING COURSE DATE 19____
COURSE MANAGER	% OF COURSE ATTENDED	BUSINESS PHONE ()

PLEASE MARK THE APPROPRIATE RESPONSE AND PROVIDE REQUESTED COMMENTS.

COURSE	YES	NO
A. Objectives were met		
B. Delivered according to POI/IG		
C. Covered the right amount of material		
D. Content was relevant		
E. Time allocations were appropriate		
F. Training aids were appropriate and of good quality		
G. Difficulty level of material was appropriate		
H. Sequence of sessions facilitated learning		
I. Course is in need of revision/modification		
J. Comments:		

PRINTED MATERIALS

A. Technically accurate		
B. Up to date		
C. Well organized		
D. Relevant		
E. Good quality		
F. Complete		
G. Comments:		

VISUAL AIDS

A. Technically accurate		
B. Up to date		
C. Well organized		
D. Relevant		
E. Good quality		
F. Complete		
G. Appropriate for course objectives		
H. Comments:		

STUDENTS

A. Represented the target group		
B. Well motivated		
C. Received adequate precourse information		
D. Class size was manageable		
E. Comments:		

A. Based on your observations and a review of the participant evaluation forms, please respond to the following:
Problems encountered:

Suggestions for improving course materials, content, structure and delivery.

B. How was the attainment of the instructional objectives assessed (*examinations, activities, interaction, other*)?

C. Additional Comments

COURSE MANAGER'S SIGNATURE

DATE

PAPERWORK BURDEN DISCLOSURE NOTICE

"Public reporting burden for this collection of information titled " Emergency Management Institute Field Evaluation Systems-Course Evaluation Forms" is estimated to average 16 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. Reporting burden for this form, as part of the collection, is highlighted below. Send comments regarding this burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, S.W., Washington, D.C. 20472; and to the Office of Management and Budget, Paperwork Reduction Project (3067-0236), Washington, D.C. 20503."

<u>FEMA Form No.</u>	<u>Title</u>	<u>Burden Hours</u>
95-38	Course Evaluation Transmittal	5 minutes
95-39	Course Manager-Course Evaluation	30 minutes
95-42	Participant Course Evaluation Form	15 minutes